



Louisiana House of Representatives

To: All Members of the House of Representatives

As the members of the House of Representatives prepare to embark on a new term of office, the *Orientation Guide for Louisiana House Members: 2012 -2016 Term* is designed as a practical tool for each House Member. With the advent of term limits, the House staff understands the urgency for all members, and in particular the new members, to quickly and fully understand the intricacies of the legislative process. Accordingly, this *Guide* is focused on new House members, introducing the legislature as an institution and the responsibilities of each member of the institution. However, it is also intended to be a resource and guide for returning members, and for staff as well.

This new edition of the *Guide* discusses House procedure as it reviews the essentials of the legislative process. It describes the staff services and information sources available to House members, including technology that gives the public easier and greater access to the legislative process and provides vital sources of information to aid House members in their roles as lawmakers and as problem solvers for their constituents.

The *Guide* was prepared by the House Legislative Services staff, a professional team of analysts, attorneys, librarians, and secretarial and support staff, and by members of the general House staff, all of whom are dedicated to providing the House of Representatives and its members with the highest quality services. It is to this talented staff that we express our appreciation.

Most of all, we hope that this *Guide* demonstrates the many ways in which the entire staff of the House can ably assist each of you – and how much we want to do so.

Whatever it is that we can do to help you, don't hesitate to call.

Mary Quaid

Executive Director
House Legislative Services

Alfred W. "Butch" Speer

Clerk of the House